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ABSTRACT

This assessment tool is designed for use by administrators, teachers, and school library media specialists to facilitate the development of local standards for school library media programs at both the building and district level. Specific areas discussed include (1) facilities, (2) budget, (3) materials, (4) equipment, (5) personnel, (6) program of services, and (7) inservice programs. The indicators or goals in the evaluation guide focus on quality aspects of the library media program, and identify those observable areas which indicate that a quality program exists. Analysis is done on the basis of scales which measure the degree of acceptance and the degree of implementation given each goal. Included in the appendix are a worksheet for the development of local quantitative standards and worksheets for assessing equipment needs. (Author/EK)

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INDICATORS OF QUALITY
FOR
SCHOOL/LIBRARY MEDIA PROGRAMS
DISTRICT AND SCHOOL

Prepared by the
Illinois Associaton for Media in Education
a section of
Illinois Library Association
Chicago, Illinois

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FORWARD

Indicators of Quality is an assessment tool that can be used by school administrators and teachers as well as library/media specialists to develop and maintain a more viable media program at both the building and district levels.

This tool can help:

1. Determine the degree to which quality goals are accepted at building and/or district level.

2. Design additional goals or rewrite existing ones to address local situations and needs.

3. Evaluate an existing library/media program.

4. Develop short and long range objectives based upon quality goals.

5. Design a long range plan for financial support for a media program.

Indicators of Quality is based on an original document developed by Palatine Community Consolidated School District 15.

The present form, now in the second edition, was developed by the Standards Committee of the Illinois Association for Media in Education whose members include:

Betty Boyd
Winifred Duncan
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INTRODUCTION

Indicators of Quality was developed as an evaluation tool to help facilitate the development of local standards for school library/media programs at both the building and district levels in terms of facilities, budget, materials, and personnel.

The goals (indicators) that are listed in the tool emphasize quality aspects of the library/media program and identify those observable areas which indicate that a quality program exists at the present time.

All indicators (goals), as written, may not relate precisely to each school library/media center. The local library/media specialist, the administrator and the entire school staff may need to expand and/or rewrite the existing goals to reflect the school's particular needs and philosophy.

Once the quality goals have been determined, standards (quantitative goals) can be written for the school or district library/media program. Unlike state and national standards, these standards will be based on the needs of the local media program.

The appendix includes a Worksheet For The Development Of Local Quantitative Standards that may be helpful in determining quantitative standards for building or district media programs. The following sources should be used in conjunction with this tool.

1. Media Programs: District and School, ALA and AECT, 1975.

2. Standards for Educational Media Programs in Illinois, Illinois Office of Education, 1972.

Important to keep in mind during the process of evaluation is that the primary function of the professional staff of every school library/media center is--"To design and implement a program of services which will:

1. Provide both students and teachers with a wealth of resources to facilitate the teaching-learning interaction process.

2. Create and maintain the best possible learning environment for students as they work independently and with their peers." [1]

1. Media Programs: District and School, ALA and AECT, 1975.

DIRECTIONS FOR USE

This document was designed to measure quality not quantity. Each of the items listed must be judged only in terms of the local library/media center program.

The document contains two scales. Scale 1 measures the Degree of Acceptance (the degree to which the item is accepted as in indicator of a quality program). Scale 2 measures the Degree of Implementation (the degree to which the indicator is perceived to be present).

Descriptors for the numerical scale used in the document are as follows:

Degree of Acceptance	Degree of Implementation
1. Unacceptable	1. Not implemented
2. Questionable	2. Weakly implemented
3. Accept with reservations	3. Average implementation
4. Accept in general	4. Strongly implemented
5. Endorse completely	5. Fully implemented

The building and/or district staff will perform the following tasks when using Indicators of Quality to evaluate the local library/media program. The involvement of administration will strengthen the evaluation process and validate the development and implementation of priorities to improve the library/media program.

1. Analyze each item in the seven categories using only the Degree of Acceptance scale. Accept all indicators that appear to be desirable goals even if they have not been accepted prior to the evaluation.

2. Rewrite any indicators which are unacceptable.

3. Write additional indicators necessary to meet specific local needs.

4. Analyze each accepted item in all categories using the Degree of Implementation scale.

5. Develop district and building standards for facilities, materials and equipment, and personnel using the quantitative worksheet found in the appendix and published state and national standards.

6. Determine priorities in the areas of personnel, services, facilities, materials and equipment.

7. Develop long-range plans and estimate costs necessary to achieve the goals of a quality library/media program as they are perceived at the building and/or district level.

8. Present the long-range plan and cost estimates to the administrator and the Board of Education for final approval.

	Degree of Acceptance	Degree of Implementation
LIBRARY/MEDIA CENTER STAFF		
A. Building Level		
Professional Staff		
1. Each Library/Media Center will be administered by adequate professional staff [1].	1 2 3 4 5	1 2 3 4 5
2. Each Library/Media Center professional staff member will be certificated as a teacher and have a minimum of eighteen semester hours of credit in library science/instructional media including course work in administration, organization (cataloging and classification), reference, and selection of materials at either the elementary or secondary level	1 2 3 4 5	1 2 3 4 5
3. Each Library/Media Center staff member will acquire and demonstrate a broad general knowledge of the curriculum in all content areas	1 2 3 4 5	1 2 3 4 5
4. Each Library/Media Center staff member will be employed only after the Director of Library/Media Services or district equivalent has interviewed the candidate and consulted with the Director of Personnel and Principal.	1 2 3 4 5	1 2 3 4 5
5. Each Library/Media Center staff will include a professional who is trained in the preparation, use and maintenance of materials and equipment.	1 2 3 4 5	1 2 3 4 5
6. The professional members of the Library/Media Center staff will be an integral part of the teaching-learning process	1 2 3 4 5	1 2 3 4 5
Supportive Staff		
1. Each Library/Media Center staff will include adequate supportive staff [1].	1 2 3 4 5	1 2 3 4 5
2. Supportive staff is employed, trained and supervised in relation to an appropriate job description.	1 2 3 4 5	1 2 3 4 5

1. See both National and State standards

	Degree of Acceptance	Degree of Implementation
Supportive Staff (continued)		
3. Supportive staff will be employed only after interviews with both the professional Library/Media staff and the Principal.	1 2 3 4 5	1 2 3 4 5
4. Volunteers (both adult and student) are recruited, trained, and supervised by the professional Library/Media Center staff	1 2 3 4 5	1 2 3 4 5
B. District Level		
1. Each district level Library/Media professional staff member will be certified as a teacher with a minimum of 32 semester hours in library science/instructional media, including course work in administration, organization (cataloging and classification), reference, selection of materials for both the elementary and secondary levels, production and communications.	1 2 3 4 5	1 2 3 4 5
2. Each district level Library/Media Coordinator/Director will hold a supervisory certificate with professional preparation in administration, curriculum and supervision	1 2 3 4 5	1 2 3 4 5
3. Each district level Library/Media program will include adequate support staff including secretarial, clerical and technical, required to implement all of the district program elements, e.g. centralized processing, television production, etc. .	1 2 3 4 5	1 2 3 4 5
4. The district level support staff will be trained, supervised and evaluated by the district Library/Media coordinator according to specific job descriptions	1 2 3 4 5	1 2 3 4 5
PROGRAM OF SERVICES		
A. Building Level		
1. The professional Library/Media Center staff will develop and administer a program of services which reflect the needs of the school community.	1 2 3 4 5	1 2 3 4 5

	Degree of Acceptance	Degree of Implementation
PROGRAM OF SERVICES (continued)		
2. The goal of the Library/Media instructional program will be to develop functional skills in research and retrieval that will serve the student throughout his/her lifetime. .	1 2 3 4 5	1 2 3 4 5
3. The Library/Media instructional program for students will be described by a skills continuum written in behavioral objective form	1 2 3 4 5	1 2 3 4 5
4. The teaching of Library/Media skills will be an integral part of the total curriculum and will be planned by the classroom teacher and the Library/Media Center professional staff.	1 2 3 4 5	1 2 3 4 5
5. The Library/Media professional staff will assume major responsibility for teaching the skills continuum	1 2 3 4 5	1 2 3 4 5
6. Formal and informal instruction in the use of the Library/Media Center will be provided for both individuals and small groups by the Library/Media Center professional staff	1 2 3 4 5	1 2 3 4 5
7. Professional guidance will be offered to students and staff for the purpose of selecting, evaluating, and utilizing those resources appropriate to individual interest and academic needs . .	1 2 3 4 5	1 2 3 4 5
8. Professional guidance will be offered in the development of competencies in research and inquiry, leterary appreciation, and equipment utilization.	1 2 3 4 5	1 2 3 4 5
9. All resources and equipment to meet a variety of interests, needs and abilities will be available for use both in the center and for circulation	1 2 3 4 5	1 2 3 4 5
10. The services and resources of the Library/Media Center will be available to all users during the school day (including lunch hour) as well as before and after school when possible	1 2 3 4 5	1 2 3 4 5

	Degree of Acceptance	Degree of Implementation
PROGRAM OF SERVICES (continued)		
11. The Library/Media Center philosophy and the scheduling of students will permit flexible use of the Library/Media Center.	1 2 3 4 5	1 2 3 4 5
12. Opportunities will be provided for students and staff to design and produce media-related materials for educational purposes	1 2 3 4 5	1 2 3 4 5
13. The Library/Media Center professional staff will assist the teaching staff and students in obtaining appropriate resources from other sources such as the public library system, other schools, and other community sources	1 2 3 4 5	1 2 3 4 5
B. District Level		
1. The district Library/Media Coordinator will be actively involved in curriculum planning to determine the role of the Library/Media program in achieving the goals and objectives of the district's instructional program and will coordinate the efforts of all the Library/Media Centers to the end.	1 2 3 4 5	1 2 3 4 5
2. The district Library/Media Coordinator provides leadership in the areas of:		
a. instructional program development . .	1 2 3 4 5	1 2 3 4 5
b. Library/Media Center staff development and evaluation	1 2 3 4 5	1 2 3 4 5
c. position classification for media personnel	1 2 3 4 5	1 2 3 4 5
d. public relations.	1 2 3 4 5	1 2 3 4 5
3. The district Library/Media Coordinator will be responsible for the development, coordination and implementation of a long-range plan for the achievement of a quality Library/Media program for the district.	1 2 3 4 5	1 2 3 4 5
4. A collection of instructional films, videotapes and other appropriate non-print resources will be provided at the district level to support the district program . .	1 2 3 4 5	1 2 3 4 5
5. A professional library to meet administrative and curricular development needs will be provided at the district level.	1 2 3 4 5	1 2 3 4 5

	Degree of Acceptance	Degree of Implementation
PROGRAM OF SERVICES (continued)		
6. The district level Library/Media professional staff will facilitate and coordinate the interlibrary loan of district resources.	1 2 3 4 5	1 2 3 4 5
7. Exhibits of commercially prepared print and non-print resources will be provided for teacher evaluation by district staff personnel.	1 2 3 4 5	1 2 3 4 5
INSERVICE PROGRAM		
A. Building Level		
1. Inservice programs will be provided in the production and utilization of curriculum related materials and the operation of equipment	1 2 3 4 5	1 2 3 4 5
2. Planned visitations by the Library/ Media Center professional staff to other Library/Media Centers both within and outside the district will be arranged yearly	1 2 3 4 5	1 2 3 4 5
3. The Library/Media Center professional staff will acquaint the building staff with available resources relevant to the current instructional program. .	1 2 3 4 5	1 2 3 4 5
4. The Library/Media Center professional staff will assist the building staff in the design, development, and production of media resource units and special materials.	1 2 3 4 5	1 2 3 4 5
5. The Library/Media Center professional staff will identify and design media-related services to meet a variety of teaching strategies.	1 2 3 4 5	1 2 3 4 5
B. District Level		
1. The district coordinator will involve the building level Library/Media professional staff in the development of a program of Library/Media services to achieve the goals and objectives of the district's instructional program	1 2 3 4 5	1 2 3 4 5

	Degree of Acceptance	Degree of Implementation
INSERVICE PROGRAM (continued)		
2. The district coordinator will plan and implement a staff development program for building level Library/Media staff.	1 2 3 4 5	1 2 3 4 5
3. The district coordinator will encourage and facilitate the building level Library/ Media professional staff's participation in Library/Media related workshops . .	1 2 3 4 5	1 2 3 4 5
4. Inservice training in the production and utilization of media-related materials will be initiated and conducted according to individual and building needs by district Library/Media personnel.	1 2 3 4 5	1 2 3 4 5
5. The district coordinator will provide professional and technical assistance to the instructional staff in the design and development of media-related materials	1 2 3 4 5	1 2 3 4 5
MATERIALS AND EQUIPMENT		
A. Building Level		
1. The Library/Media Center materials collection will reflect the district standards in both quality and quantity	1 2 3 4 5	1 2 3 4 5
2. The Library/Media Center professional staff will review the materials and equipment collections annually and recommend new acquisitions	1 2 3 4 5	1 2 3 4 5
3. Print and non-print materials will correlate with and support all curriculum areas	1 2 3 4 5	1 2 3 4 5
4. Print and non-print materials including realia will be selected using approved selection aids and will reflect the interests, ability levels, and learning styles of the users.	1 2 3 4 5	1 2 3 4 5
5. Print and non-print collections will be reviewed and "weeded" annually	1 2 3 4 5	1 2 3 4 5
6. The collection will include materials in formats most appropriate to learning activities and abilities of learners .	1 2 3 4 5	1 2 3 4 5

	Degree of Acceptance	Degree of Implementation
MATERIALS AND EQUIPMENT (continued)		
7. Materials will be cataloged, arranged and administered so that students and staff can use them efficiently to achieve their learning objectives. . .	1 2 3 4 5	1 2 3 4 5
8. The Library/Media Center professional staff will plan and coordinate the circulation of media-related equipment to insure its availability	1 2 3 4 5	1 2 3 4 5
9. Current professional periodicals, journals, and books will be purchased annually and made available in each Library/Media Center	1 2 3 4 5	1 2 3 4 5
10. Library/Media Center professional staff with the help of the building staff, will select the professional materials to be ordered for each building Library/Media Center	1 2 3 4 5	1 2 3 4 5
B. District Level		
1. The district will establish quantitative standards for materials and equipment based on district needs and the standards of the national and state library associations	1 2 3 4 5	1 2 3 4 5
2. The district will provide specialized production equipment which is not feasible at the building level.	1 2 3 4 5	1 2 3 4 5
3. Exhibits of commercially prepared print and non-print resources will be provided for teacher evaluation by district staff personnel.	1 2 3 4 5	1 2 3 4 5
FACILITIES		
A. Building Level		
1. Space will be provided to accomodate a minimum of ___% of the students at any one time in the Library/Media Center .	1 2 3 4 5	1 2 3 4 5

	Degree of Acceptance	Degree of Implementation
FACILITIES (continued)		
2. Space will be provided in the Library/ Media Center for the following activities:		
a. reading.	1 2 3 4 5	1 2 3 4 5
b. viewing and listening.	1 2 3 4 5	1 2 3 4 5
c. investigating.	1 2 3 4 5	1 2 3 4 5
d. instruction.	1 2 3 4 5	1 2 3 4 5
e. individual and group activity. . . .	1 2 3 4 5	1 2 3 4 5
f. processing of materials.	1 2 3 4 5	1 2 3 4 5
g. production of materials.	1 2 3 4 5	1 2 3 4 5
3. Sufficient shelving and storage space for materials/equipment will be provided in the Library/Media Center as described in the quantitative district standards .	1 2 3 4 5	1 2 3 4 5
4. A readily accessible central card catalog of all resources, based on standarized cataloging procedures, will be provided in the Library/Media Center.	1 2 3 4 5	1 2 3 4 5
5. Space will be provided in the Library/ Media Center for diverse activities, quiet and active, individual and group in an atmosphere conducive to learning .	1 2 3 4 5	1 2 3 4 5
B. District Level		
1. The district will provide space and equipment for the production of materials which cannot technically or economically be produced at the building level. . . .	1 2 3 4 5	1 2 3 4 5
2. The district will provide space for the storage, retrieval, and exhibit of instructional materials including the film library and videotape library . . .	1 2 3 4 5	1 2 3 4 5
3. The district will provide space and equipment for other district wide services, e.g. centralized purchasing, centralized cataloging and processing. .	1 2 3 4 5	1 2 3 4 5
4. The district will provide space for a professional library to meet administrative and curricular needs.	1 2 3 4 5	1 2 3 4 5

	Degree of Acceptance	Degree of Implementation
EVALUATION		
A. Building Level		
1. Students, staff, parents, and administrators will be involved in the formal and informal evaluation of the Library/Media Center program.	1 2 3 4 5	1 2 3 4 5
2. Informal evaluations of the program will be conducted throughout the year via conferences with the Library/Media Center professional staff, building administrators, and the District Library/Media coordinator	1 2 3 4 5	1 2 3 4 5
3. Indicators of Quality will be used annually to (1) evaluate the Library/Media Center program of each building and (2) analyze progress toward established goals and prepare recommendations for future Library/Media development. . . .	1 2 3 4 5	1 2 3 4 5
B. District Level		
1. Indicators of Quality will be used annually to evaluate the total district Library/Media program	1 2 3 4 5	1 2 3 4 5
2. The district will establish a Library/Media Services Planning and Development Committee to be composed of representative building-level and district-level personnel to (1) review the results of the quality indicator analysis at both the building-level and district-level and (2) analyze progress toward established goals and prepare recommendations for future district Library/Media development	1 2 3 4 5	1 2 3 4 5
BUDGET		
A. Building Level		
1. Teaching staff, principals, supervisors, department chairman, and other appropriate district resource personnel will be involved in budget recommendations for the Library/Media program	1 2 3 4 5	1 2 3 4 5

	Degree of Acceptance	Degree of Implementation
BUDGET (continued)		
2. The Library/Media Center annual budget requests will reflect a consensus of both district and staff priorities within the approved standards.	1 2 3 4 5	1 2 3 4 5
B. District Level		
1. The district Library/Media budget will be developed to implement the district's long-range plan which reflects the standards and priorities determined through the application of Indicators of Quality.	1 2 3 4 5	1 2 3 4 5
2. The district coordinator will be responsible for providing leadership in the development, adoption and administration of the total Library/Media program budget (district and building level)	1 2 3 4 5	1 2 3 4 5

APPENDIX

Worksheet for Development of Local Quantitative Standards

LIBRARY/MEDIA CENTER STANDARDS

School _____ 19 INVENTORY

Number of Pupils _____ 19 ORDER

Number of Teaching Stations _____

_____
Principal's Signature

I. PRINT MATERIALS

Item	Recommended Standard	No. On Hand	No. Needed NEW With Priority 1	No. Needed NEW With Priority 2	No. Needed REPLACEMENT With Priority 1	No. Needed REPLACEMENT With Priority 2	Cost	Total
Books	_____titles per Library/Media Center _____titles per pupil, whichever is less (Multiple copies purchased under additional budget allotment).							
General Reference Sets	_____current sets (within 5 year publishing date) per Library/Media Center							
Periodicals Student/ Professional	_____Student titles per Library/Media Center _____Professional titles per Library/ Media Center _____Indexes							
Newspapers	_____titles per Library/Media Center							
Vertical File	_____titles per Library/Media Center _____titles per pupil, whichever is less							

LIBRARY/MEDIA CENTER STANDARDS

19 INVENTORY

19 ORDER

II. NON-PRINT MATERIALS

Item	Recommended Standard	No. On Hand	No. Needed NEW With Priority		No. Needed REPLACEMENT With Priority		Cost	Total
			1	2	1	2		
Filmstrips-Sound	As recommended by standing committees, and district staff							
Filmstrips-Silent	Same as above							
8mm Films	Same as above							
Recordings-Tape	Same as above							
Recordings-Disc	Same as above							
Slides	Same as above							
Graphics and Study Prints	Same as above							
Transparencies	Same as above							
Kits	Same as above							

LIBRARY/MEDIA CENTER STANDARDS

19 INVENTORY

19 ORDER

Item	Recommended Standard	No. On Hand	No. Needed NEW With Priority		No. Needed REPLACEMENT With Priority		Cost	Total
			1	2	1	2		
16 mm Projector and Cart	_____per Teaching Stations, or _____per floor level or department, whichever is greater _____per district production center/ checkout							
Super 8mm Camera	_____per building _____per district production center/ checkout							
Super 8mm Projector	_____per building _____per district production center/ checkout							
2 x 2 Slide Projector with case	_____per building or department _____per district production center/ checkout							
35mm Filmstrip Projector	_____per two Teaching Stations _____per five Junior High/High School Teaching Stations _____per Library/Media Center _____per district production center/ checkout							

LIBRARY/MEDIA CENTER STANDARDS

19 INVENTORY

19 ORDER

Item	Recommended Standard	No. On Hand	No. Needed NEW With Priority 1	No. Needed NEW With Priority 2	No. Needed REPLACEMENT With Priority 1	No. Needed REPLACEMENT With Priority 2	Cost	Total
Overhead Projector and Cart	_____per three Teaching Stations _____per Library/Media Center _____per district production center/ checkout							
Opaque Projector and Cart	_____per floor level--K-8 buildings _____per Library/Media Center High School							
8mm Filmloop Viewer/Projector	_____per Teaching Stations, or 1 per floor level or department, whichever is greater _____per district production center/ checkout							
Filmstrip Previewer	_____per Teaching Stations or _____per Library/Media Center							
2 x 2 Slide Viewer	_____per Library/Media Center _____per district production center/ checkout							

LIBRARY/MEDIA CENTER STANDARDS

19 INVENTORY

19 ORDER

Item	Recommended Standard	No. On Hand	No. Needed NEW With Priority		No. Needed REPLACEMENT With Priority		Cost	Total
			1	2	1	2		
Record Player	_____per K-3 Teaching Station _____per two 4-6 Teaching Stations _____per six Junior High/High School Teaching Stations _____per district production center/ checkout							
Tape Recorder Cassette	_____per Music Department (Stereo) _____per P.E. Department (Pause Control) _____per K-6 Teaching Station _____per four Junior High/High School _____per Library/Media Center _____per district production center/ checkout							
Tape Recorder Reel-to reel	_____per building _____per district production center/ checkout _____per Music Department (Stereo)							

LIBRARY/MEDIA CENTER STANDARDS

19 INVENTORY

19 ORDER

Item	Recommended Standard	No. On Hand	No. Needed NEW With Priority 1	No. Needed NEW With Priority 2	No. Needed REPLACEMENT With Priority 1	No. Needed REPLACEMENT With Priority 2	Cost	Total
Listening Centers	_____per K-6 Teaching Stations _____per four Junior High/High School Teaching Stations or, _____per Library/Media Center _____per district production center							
Additional Headsets	_____per Teaching Stations _____per Library/Media Center							
Projection Screen Wall Auditorium Tripod	_____per Teaching Station/Library/Media Center _____per Auditorium/Commons _____per building and 1 per district production center/checkout							
Coin operated Photo Copy Machine	_____per building							
Thermal Copy Machine	_____per Library/Media Center _____per district production center							

LIBRARY/MEDIA CENTER STANDARDS

19 INVENTORY

19 ORDER

Item	Recommended Standard	No. On Hand	No. Needed NEW With Priority		No. Needed REPLACEMENT With Priority		Cost	Total
			1	2	1	2		
Laminate Press	_____per Library/Media Center or building _____per district production center/ checkout							
Primary Typewriter	_____per Library/Media Center or building _____per district production center/ checkout							
Camera & Copystand	_____per High School Library/Media Center or building _____with appropriate lenses per district production center/checkout							
Graphic Lettering Set	_____per Library/Media Center or building _____per district production center							
Film Processing Enlarging Equipment	_____set per Junior High/High School buildings _____set per district production center							

LIBRARY/MEDIA CENTER STANDARDS

19 INVENTORY

19 ORDER

Item	Recommended Standard	No. On Hand	No. Needed NEW With Priority 1	No. Needed NEW With Priority 2	No. Needed REPLACEMENT With Priority 1	No. Needed REPLACEMENT With Priority 2	Cost	Total
VTR Monitor & Cart	_____per floor level (maximum 2) _____per district production center/ checkout							
VTR Camera with Tripod	_____per building _____per district production center/ checkout							
VTR Cassette System	_____per building							
District Television Production	_____system (color) per district production center or at High School building							
Monitor Color	_____per building _____per district production center/ checkout							

Qualitative district standards for instructional programs requiring special resources and equipment, i.e., diagnostic reading; multi-lingual; learning disabilities, etc., might be developed.